



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
4000 Ambassador Drive
Anchorage, Alaska 99508
Telephone: 907-729-1301
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JOB DESCRIPTION

JOB TITLE: Utilization Review Supervisor	DIVISION: Alaska Native Medical Center
DEPARTMENT: Utilization Review	REPORTS TO: Director of Quality Resources
NUMBER OF JOB LEVELS: <i>(future use)</i>	FLSA STATUS: Exempt
SALARY RANGE: DOE	PL-101-630: Not Covered
DATE: March 22, 2005	TYPE OF POSITION: Full Time

SUMMARY OF JOB RESPONSIBILITIES:

This is a working/supervisory position responsible for the leadership and supervision of the Utilization Management Nurse Specialists and Office Manager, as well as for the collection, aggregation, analysis, and reporting of complex clinical data. The data will be used to support the efficient utilization of clinical resources and clinical improvement activities. The collection of this data will ensure appropriate reimbursement for medical services, satisfy requirements of accrediting organizations, and support clinical improvement activities such as the development, implementation, and monitoring of clinical guidelines.

OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:

- Leads, supervises, and directs the workload in the Utilization Management Department, working with the office manager and nurse specialists.
- Completes job evaluations/performance reviews for each Utilization Management employee.
- Represents Utilization Management at various committees, professional organizations, and physician groups at ANMC, and within the Anchorage community.
- Writes policies and procedures for the Utilization Management Department, incorporating input from the Department's staff.
- Keeps current with regulation changes and informs the Utilization Management staff of all up-dates and changes.
- Guides the Utilization Management Department in an interactive role of teaching physicians and departments of regulations affecting utilization management. Develops and facilitates educational programs within the Utilization Management Department.
- Performs utilization review on an intermittent basis. Conducts admission and concurrent medical record review on Medicare, Medicaid, private insurance, and Indian Health Service beneficiaries. Reviews each medical record to determine the appropriateness of admissions, procedures, and the necessity of continued hospital stay, based on Centers for Medicare and Medicaid Services (CMS) guidelines. Performs continuing review on the medical record, identifying the need for on-going hospitalization. The review requires evaluation of clinical data documented in laboratory reports, radiology reports, and multidisciplinary progress notes. A system for monitoring is developed and maintained to assure that a timely review occurs on all identified third party reimbursement cases. The reviewer identifies and certifies for billing and hospital utilization review purposes, the acute hospital length of stay authorized for each case.

- In compliance with third party payer requirements, identifies those patients requiring pre-admission, pre-procedure, and continued stay authorizations, and obtains those authorizations necessary for reimbursement. Facilitates interaction with Patient Registration, Admitting, Ambulatory Surgery and Service Center Departments.
- Provides consultation to the Social Services Department regarding the level of nursing care required when nursing home placement is planned.
- Works collaboratively with other departments in the development and evaluation of projects affecting discharge planning.
- Supports the clinical improvement activities of ANMC Clinic Core Business Groups by providing concurrent quality review. Accesses and tabulates data collected for current studies.

QUALIFICATIONS:

- Graduation from an accredited school of nursing.
- Current registered nurse license in the State of Alaska.
- Recent Utilization Review related experience, or at least 5 years of acute care medical/surgical nursing experience in an acute care hospital setting.
- Recent experience with, and working knowledge of the acute hospital discharge planning process, or its equivalent in community health related services.
- Knowledge of ICD-9-CM and CPT coding preferred.
- Knowledge of computer software applications such as RPMS, MS4, MS Word, Access, and Excel.
- Certification in coding, utilization management/review, and in the quality improvement process preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong clinical nursing background. Knowledge of professional nursing principles, clinical processes and clinical interventions.
- Working knowledge of Medicare guidelines, as they appear in the Federal Register, pertinent to inpatient hospital and ambulatory services.
- Knowledge and ability to implement a quality improvement process.
- Leadership skills/experience, to be able to manage and motivate divergent personalities.
- Data management proficiency, with ability to develop and carry out studies.
- Communication skills to facilitate meetings and exchange information with staff, other departments, health care professionals, and administrators. At ease with public speaking.
- Must be knowledgeable about medical terminology, appropriate levels of health care, treatment modalities, and the health care delivery system.
- Ability to perform medical record reviews interpreting, abstracting, aggregating, analyzing and reporting complex clinical data obtained from medical records. Knowledge of clinical practice guidelines and the appropriateness of clinical interventions. Maintains a reporting and recording system.
- Knowledge of computer software applications.

WORKING CONDITIONS:

- The work involves considerable walking to and through the various clinical areas and departments.

WORKING ENVIRONMENT:

- Work is performed in a hospital where exposure to contagious and infectious disease is common.

AGE SPECIFIC: NONE

NATIVE PREFERENCE: Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date